

**8 APRIL 2005**



**Finance**

**USE OF GOVERNMENT TRAVEL CARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(2d Lt James K. Denny)  
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(Lt Col Allen Blume)  
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★This instruction outlines appropriate use of the government-sponsored, contractor-issued travel card (hereafter referred to as “GTC”). This instruction applies to personnel assigned to Air University, the 42d Air Base Wing and any tenant unit at Maxwell Air Force Base, including Gunter Annex. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 U.S.C. 5707 and implementing Federal Travel Regulation. System of records notice GSA/GOVT-3, *Travel Charge Card Program*, applies. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force AFRIMS Records Disposition Schedule (RDS), located at <https://webrims.amc.af.mil/RDS/index.cfm>. This instruction applies to the use of the Bank of America GTC and to any other credit card or program intended as a replacement for the Bank of America GTC. Commanders are responsible to ensure compliance with this instruction. Violations of paragraph 10 of this AUI are punishable under Article 92 of the Uniform Code of Military Justice (UCMJ).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** This revision: added responsibilities (3); updates procedures for issuing cards (4.1); updates process for identifying infrequent travelers (5.1.2); updates process for indicating approval for commercially procured travel (5.1.3.); makes split disbursement mandatory (8); updates policy for accrual payments (9.1.); updates counseling requirements (11); and adds an IG/Self Inspection Checklist (Attachment 2). A star (★) indicates revised information from the previous version.

**1. Background.** The Travel and Transportation Reform Act of 1998 stipulates the GTC shall be furnished to US Government personnel (civilian and military) to defray expenses associated with official business travel. Charges to the GTC are the sole responsibility of the individual

cardholder. The General Services Administration (GSA) awards and administers a master contract for the GTC program.

**2. Policy.** The GTC is essential for the efficient administration of official government business. GTC use is required, unless otherwise exempted. Therefore, it is necessary for cardholders to maintain their account in good standing. Although a traveler may be required to use the GTC, failure to use the card shall not be a basis for refusing to reimburse the traveler for otherwise appropriate charges. However, such failure shall subject the cardholder to appropriate administrative and disciplinary action. Misuse occurs when the cardholder uses the GTC for other than government business, fails to pay account charges when due, and violates the agreement between the cardholder and GTC contractor. **GTC use for personal expenses is not authorized and subjects the cardholder to disciplinary action.**

**★3. Responsibilities.** The Commander and the Unit APC have the responsibility of making sure the GTC program is properly maintained and administered to prevent delinquencies and misuse of the GTC.

3.1. Commander. Must appoint a primary and alternate Agency Program Coordinator (APC) in official memorandum format. Administer disciplinary actions for delinquencies and abuse of the GTC by assigned cardholders. Ensure unit APC is following this supplement and carrying out his/her duties adequately.

3.2. Unit Agency Program Coordinator (APC). Responsible for the day-to-day oversight of the unit's GTC program. Report delinquencies and abuse of all assigned cardholders. Contact the supervisor when a subordinate's name appears on the delinquent list or abuse has occurred. Manage and control the delinquencies and abuse of all assigned cardholders. Before engaging in any issues or tasks associated with the GTC program, ensure the commander has signed an appointment letter for the duty of unit APC. Ensure a training session is scheduled with the base APC no later than 10 days after the unit commander has signed the appointment letter. Complete the IG/Self-Inspection checklist (Attachment 2) at least semiannually.

#### **4. Program Administration.**

★4.1. Issuing Cards. Unit APCs brief prospective cardholders before giving them an application. This briefing consists of providing the prospective cardholder with a copy of this instruction, Department of Defense Financial Management Regulation Vol. 9 Ch. 3, which can be found at [www.dod.mil/comptroller/fmr/09/index.html](http://www.dod.mil/comptroller/fmr/09/index.html), answering any questions the prospective cardholder may have, and having the prospective cardholder complete the Statement of Understanding located at the following web site: [http://www.dod.mil/comptroller/fmr/09/09\\_03\\_Annex1-4.pdf](http://www.dod.mil/comptroller/fmr/09/09_03_Annex1-4.pdf). The completed Statement of Understanding is maintained in the cardholder's personal information file or with the unit APC.

4.2. Maintaining Cards. The GTC is intended for use only with official government travel. Therefore, unit commanders may, at their discretion, require the APC to deactivate member's

accounts until they are required to perform official travel. Cards must be destroyed upon separation or retirement from the Air Force.

4.3. Orders to Stop Use. Commanders, supervisors, or first sergeants may order a cardholder to stop using the GTC when any suspected misuse is discovered. Commanders may also instruct the unit APC to cancel any member's card. Orders to stop use must be in writing.

**5. Infrequent Travelers.** Infrequent travelers are those who travel two or less times per year. Infrequent travelers are not required to obtain a GTC and are identified by the unit APC and unit commander as being exempt on travel orders. However, if an infrequent traveler's commander determines he or she requires a GTC, then this instruction shall apply to that cardholder.

5.1. Payment Methods Authorized When Exempted. When a GTC exemption is granted, one of the following methods may be authorized for travel expense payment:

5.1.1. Personal Funds. Includes cash or a personal charge card.

★5.1.2. Travel Advances. Advances are made via electronic funds transfer (EFT). Travel orders with the appropriate item marked on the back of the orders indicating member is an infrequent traveler must be delivered to the AU Finance office 5 business days *before* travel begins to expedite timely processing.

★5.1.3. Transportation. Commercially procured travel (through the Commercial Travel Office [CTO]) may be purchased on a centrally billed account (CBA). Travel orders with the appropriate item marked on the back of the order indicating member is an infrequent traveler must be delivered to the CTO before tickets will be issued.

**6. Mandatory Uses.** The GTC may be used only for official travel and travel-related charges incurred while on temporary duty (TDY) status. The cardholder may not charge other persons' expenses, except for dependents stated on the travel orders. The GTC is further restricted as follows:

6.1. Transportation Expenses. Cardholders must charge airfare and ground transportation costs on the GTC while performing official TDY duties. This includes rental car fees.

6.2. Lodging Expenses. Cardholders must charge lodging expenses incurred en route and at the destination.

**7. Authorized Uses.** The GTC may be used for official travel and travel-related charges incurred while on TDY or during a permanent change of station (PCS).

7.1. Meals. Cardholders may charge meals consumed while performing official government duties.

7.2. Cash Advances. Cash advances should be limited to those expenses that cannot be charged to the GTC. Cardholders may obtain cash advances from automatic teller machines (ATM) that do not exceed the authorized per diem for the duration of travel status. Cardholders will not obtain cash advances earlier than 3 days before commencing travel. (As

a reminder, the cardholder can be reimbursed for ATM and service fees charged by the GTC contractor.)

7.3. Incidentals. Incidental expenses are authorized when such costs are incurred during official travel. Non-reimbursable incidental travel expenses, such as personal telephone calls and beverages may be charged to the GTC when part of a room billing or meal, and are reasonable.

7.4. Registration Fees. Registration fees may be paid with the GTC if authorized on the traveler's orders. If contractors cannot accept credit cards, an ATM cash advance may be obtained to purchase a money order in the amount of the registration fee.

★8. **Split Disbursements.** It is mandatory for travelers to use split disbursement when filing their travel voucher. This ensures the bank is paid in a timely manner and the cardholder does not have to worry about making the payment. If there is no amount in the split disbursement block and the member's supervisor has signed off on the voucher, the traveler will be responsible for making the payments to keep the account in good standing.

9. **Extended TDYs.** Cardholders performing extended TDYs (over 45 days) are not relieved from paying the balance within 30 days. It is the cardholder's responsibility to make sure a copy of the bill is received at the TDY location or make other arrangements to keep the account in good standing.

★9.1. **Accrual Payments.** Accrual payments are available and recommended for extended TDYs. Members accomplish this by visiting the finance office with three copies of their official travel orders. Payments will be calculated at 100% of the anticipated per diem rate for the TDY location and paid every 30 days until TDY is completed. This applies to military and civilian DoD employees.

9.2. **Accrual Payments for Members at TDY Location.** If members need accrual payments made and are already at their TDY location, they can complete the accrual package and fax it back to the finance office.

10. **Misuse.** Failure to observe the following requirements constitutes misuse and subjects the cardholder to appropriate disciplinary action.

10.1. **Account Delinquency.** Cardholders must pay the entire account balance within 30 days of the billing date. Cardholders who receive a delinquency notice must pay the entire balance within 5 days of receipt. Bills can be paid online at [www.myeasypayment.com](http://www.myeasypayment.com). Any installment agreement between the GTC contractor and the cardholder for paying a delinquent account will not excuse the cardholder from disciplinary actions.

10.2. **Late Fees.** Late fees accrued due to the cardholder's failure to pay are *not* reimbursable.

10.3. **Pay Withholding.** The Travel Card Contractor may begin official collection action after the account becomes 120 days delinquent. Collection action may include credit bureau notification of the employee's failure to pay and garnishment of the employee's pay.

10.4 Unauthorized Use. Using the GTC for other than official travel-related expenses or beyond the restrictions outlined in paragraphs 6 and 7 above is unauthorized use. **Use of the GTC exceeding these limitations is misuse and not authorized.**

★11. **Counseling.** A cardholder is counseled whenever misuse or delinquency occurs. Commanders and first sergeants should consider whether a formal written counseling is appropriate. Commanders and first sergeants should also consider referring cardholders to the Family Support Center for financial counseling when misuse of the GTC indicates an underlying financial problem. Counseling under this provision is not a substitute for and does not preclude initiation of appropriate disciplinary action, including non-judicial punishment or trial by court-martial.

JOHN F. REGNI  
Lieutenant General, USAF  
Commander, Air University

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****References**

DoD 7000.14-R, *Financial Management Regulation, Volume 9, Travel Policy and Procedures*  
*Travel and Transportation Reform Act of 1998*

**Abbreviations and Acronyms**

**AFMAN** — Air Force Manual  
**APC** — Agency Program Coordinator  
**ATM** — Automatic Teller Machine  
**AUI** — Air University Instruction  
**CBA** — Centrally Billed Account  
**CTO** — Commercial Travel Office  
**DoD** — Department of Defense  
**EFT** — Electronic Funds Transfer  
**GSA** — General Services Administration  
**GOVT** — Government  
**GTC** — Government Travel Card  
**PCS** — Permanent Change of Station  
**TDY** — Temporary Duty  
**UCMJ** — Uniform Code of Military Justice  
**US** — United States  
**U.S.C.** — United States Code

## Attachment 2

## IG/SELF-INSPECTION CHECKLIST

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA MAXWELL AFB GOVERNMENT TRAVEL CARD IG/SELF-INSPECTION CHECKLIST		OPR	DATE	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A
	AETC IG:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Has the Unit Commander appointed an APC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the gaining and losing APC notify the card company when any cardholder transfers or arrives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the Unit Commander administer the card program and manage the delinquency or abuse of assigned cardholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the Unit Commander ensure all assigned cardholders receive training and understand their responsibilities for the card's use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the Unit Commander suspend cardholder's privileges when their account becomes 60 days past due?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the Unit Commander or APC contact the supervisor when a subordinate's name appears on the delinquent list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the APC notify the Unit Commander and supervisor in all cases of card misuse or account delinquency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	CONTINUITY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Is there a current account listing on hand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are cardholder applications and the DoD Statement of Understanding maintained with the Unit APC or member's PIF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are all delinquency notification letters maintained with the Unit APC or member's PIF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is a record kept of all account transfers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the hierarchy detail delinquency report run monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the detail transaction activity report run monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is there a section maintained for APC training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is there a current copy of the DoD Financial Management Regulation Volume 9, Chapter 3? Available at: <a href="http://www.dod.mil/comptroller/fmr/">http://www.dod.mil/comptroller/fmr/</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is there a current copy of the Air University Instruction 65-101? Available at: <a href="http://www.maxwell.af.mil/msd/pubs/au/index.htm/">http://www.maxwell.af.mil/msd/pubs/au/index.htm/</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>